I. Title

Faculty and Administrative & Professional Recruitment

II. Policy

The University of Texas Medical Branch ("UTMB") is an Equal Opportunity/Affirmative Action employer and is committed to the recruitment and selection of highly qualified Faculty and Administrative and Professional (A&P) employees without regard to race, color, national origin, sex, age, religion, disability, sexual orientation, gender identity or expression, genetic information, or veteran status. In addition, UTMB is committed to identifying and actively recruiting qualified individuals of all ethnicities and women. Special efforts will be made to identify qualified, underutilized, underrepresented ethnic minorities and women for positions where underutilization has been documented.

Before hire, professional references, drug screenings, and appropriate criminal history background checks will be completed. Salary offers for all A&P positions, regardless of placement in salary range, require review and approval. If the position reports to a Vice President or higher, the Compensation division of the Office of Human Resources must send the Request for Budget Change (RBC) communication to UT System Office of Health Affairs for approval, but this process does not delay the presentation of the offer letter to the candidate.

III. Search Committee

UTMB encourages the use of search committees as advisory units to hiring authorities. Search committees are used to assure the establishment of a sufficient slate of qualified candidates who represent diverse backgrounds and points of view. The search committee should reflect ethnic and gender diversity. Search committee members may come from other departments and schools within UTMB or from institutions outside of UTMB, if appropriate.

IV. Waiver of Recruitment and Selection

Waivers are not often granted. However, they may be granted when the hiring authority can demonstrate that the institution’s capacity to deliver education, patient care, or sponsored scientific research will be seriously hampered, if not granted. These circumstances must be fully documented and justified in writing. Request for waivers will be submitted to the Vice President of Human Resources.

V. Procedure

The responsibilities of the hiring authority and search committee are detailed in the “Recruitment and Selection Procedures for Faculty and A&P.” The procedures can be obtained from the Diversity and Inclusion division of the Office of Human Resources.
VI. Related UTMB Policies and Procedures
IHOP Policy 3.2.1 Nondiscrimination, Equal Employment Opportunity and Affirmative Action
IHOP Policy 3.2.6 Criminal History Background Checks for Employment and Promotion
IHOP Policy 3.7.2 Pre-Employment Drug Testing
IHOP Policy 5.3.5 Faculty Recruitment

VII. Dates Approved or Amended

| Originated: 07/01/2002
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VIII. Contact Information
Human Resources – Talent and Organizational Development
(409) 747-6700